

FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

To organize, monitor and supervise facilities maintenance operations within the Community Services and Facilities department; to perform a variety of technical tasks relative to facilities maintenance; and to provide technical assistance to the Operations Manager-Parks and Facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Manager-Parks and Facilities.

Exercises direct supervision over assigned buildings trades workers and buildings maintenance staff.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Plan, organize, assign, supervise and review the work of assigned staff involved in facilities maintenance operations.

Coordinate and perform a variety of semi-skilled and skilled tasks involving carpentry, plumbing, and electrical trades in the maintenance and repair of facilities and buildings; and minor construction projects.

Monitor operations and activities of facilities maintenance and the maintenance of surrounding grounds; recommend improvements and modifications; prepare various reports on operations and activities.

Understand and operate a variety of audio-visual and public address equipment.

Participate in annual budget preparation; plan and recommend necessary job, materials, and resource requirements; prepare detailed cost estimates with appropriate justification as required.

Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.

Monitor the training of crews in the proper use and safe operation of equipment and materials, and the accepted methods of performing facilities maintenance and repair and related projects.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform the most complex facilities maintenance duties; provide technical assistance to crews.

Coordinate with contractors in providing contract maintenance services and construction services.

Deal effectively with citizens and community groups utilizing City facilities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of facility construction, maintenance and repair.

Equipment, tools, and materials used in building construction and facilities maintenance activities.

Audio-visual and public address equipment and operations.

Proper methods of facilities maintenance and repair.

Basic principles of supervision and training.

Equipment, tools, and materials used in the construction and maintenance of facilities.

Principles and practices of safety management and application.

Pertinent local, state and federal laws, ordinances, rules, regulations, and guidelines relevant to assigned duties.

Ability to:

Supervise, train, and evaluate assigned skilled and unskilled workers effectively.

Read and interpret construction drawings, plans, and specifications.

Organize, implement, and direct multiple operational activities and projects.

Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.

Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.

Develop cost estimates for supplies and equipment.

Organize, prioritize, and manage workload and timelines for self and others.

Perform the most complex maintenance duties and operate related equipment safely and effectively.

Demonstrate tact and diplomacy with the public.

Develop and recommend systems and procedures related to assigned operations.

Establish and maintain a variety of manual and computerized record keeping and project management systems.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in facilities construction, maintenance or operations, including some lead supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in business, management, engineering, or a closely related field.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

May be required to obtain certification related to area of assignment.

TYPICAL WORKING CONDITIONS

Work is performed both in an office and a field environment. Work performed outdoors may expose incumbent to dust, pesticides, noise, machinery, weather conditions, moving objects and other vehicles. May be exposed to constant vibration of equipment for prolonged periods of time; may be required to work multiple shifts during emergencies, seasonally-caused circumstances, or special projects, in varying climate and temperature conditions. May drive on surface streets for short periods of time.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in both an office and a field environment. Intermittently travel from facility to facility in a vehicle. Requires the ability to perform facilities repair and maintenance activities. On an intermittent basis: walk, stand, bend, squat, kneel, twist, and reach while operating equipment and/or performing construction activities. Perform heavy manual labor; lifting facilities repair materials exceeding 50 lbs. Drive motorized equipment and vehicles; use hand and power tools and equipment. Perform simple and power grasping, pushing, pulling, and fine manipulation. Sit while completing work papers and attending meetings. Maintain effective audio-visual discrimination and perception needed for matching paint/color codes/wires in controller boxes; making observations; communicating with others, reading and writing, and operating equipment. Use a telephone to communicate verbally and use a keyboard to communicate through written means, to review information, and to enter/retrieve data; see and read characters on a computer screen. Maintain mental capacity that allows for effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.